



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Office of Public Instruction
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opi.mt.gov

TO: Test Coordinators in Systems with High Schools
FROM: Judy Snow, State Assessment Director
RE: ACT Plus Writing Implementation Pilot for Montana Juniors
DATE: October 12, 2011

On October 3, 2011, you received an email regarding the ACT Plus Writing Pilot. Thank you for your enthusiastic response to the pilot.

Included in this memo are basic information and a formal request form for your high school to participate in the pilot.

NOTE: More detailed information on the ACT Plus Writing pilot will be posted on the OPI website at the following link:

http://www.opi.mt.gov/curriculum/MontCAS/index.html?gpm=1_12

The Basics

- The pilot is for all juniors enrolled in your high school at the time of the test. Information on accommodations and limited options for students to not participate will be available at a later date.
- Each school is responsible for testing its junior students. Facilities must meet ACT requirements for seating in the test room, ensuring the security of the test materials, and minimizing distractions during testing.
- Each school must appoint testing personnel; however, in specific circumstances such as small schools, shared positions may be considered.
 - Test Supervisor (in many case, this may be the System Test Coordinator)
 - Back-up Test Supervisor
 - Test Accommodations Coordinator
- Adequate training for all staff
 - Testing staff must have read and be familiar with the *Supervisor's Manual*
 - The individuals appointed to one of the positions noted above are expected to attend one of the test administration training sessions conducted by ACT and OPI.
 - Training sessions will be online except for one on the afternoon of January 18, 2010 at the OPI statewide assessment conference in Helena.
- Stipends/grants for specific personnel will be available for time and travel.
- Tentative dates:

| Date | Event |
|-----------------------------|---|
| TBA | Online training sessions |
| January 18, 2012. 1-4:30 pm | Training session at OPI Statewide Assessment Conference, Helena |
| The week of April 16, 2012 | Secure test materials arrive at schools. Testing personnel must be available to receive, inventory, and secure the materials. (If a school is on break that week the materials may be shipped the week of April 9.) |
| April 24, 2012 | Test date |
| April 25 - May 8, 2012 | Accommodations testing window -- School may choose a date to administer the test to students requiring accommodations. |
| May 8, 2012 | Makeup date for students who missed the April 24 date. This date is also the final day to test students who require accommodations |

Request to Participate in the Spring 2012 Pilot of the ACT Plus Writing for Juniors

Please complete and return this document to OPI by 5pm on Monday, October 17, 2011 if your school would like to participate in the pilot if selected for the sample. Participation requires compliance with training, administration, and security procedures directed by ACT and the Office of Public Instruction. Final determination of the sample and notification of schools will be by October 25, 2011.

I. School Name _____

II. School Authorized Representative

Name _____

Title _____

Phone _____ Email _____

III. System Test Coordinator

Name _____

Title _____

Phone _____ Email _____

I understand that participation in the ACT Plus Writing requires extensive training in the standard administration of the test and secure handling of testing materials. I recognize this will include time for specified testing staff to learn the procedures for securing materials and administering the test. By participating in the ACT Plus Writing pilot my school agrees to comply, and require its employees and representatives to comply, with all policies and procedures provided at any time by ACT and the Office of Public Instruction for this testing program administered by my school.

Signature of Authorized Representative:

To request participation, please complete the request form for receipt by the Office of Public Instruction no later than 5pm on **October 17, 2011**.

Mail or FAX to:

Judy Snow

P.O. Box 202501

Helena, MT 59620-2510

FAX: 406-444-0743

The Montana Office of Public Instruction provides vision, advocacy, support, and leadership for schools and communities to ensure that all students meet today's challenges and tomorrow's opportunities.